

Privacy Notice

Introduction

Respecting you and the personal information you share with us is really important to us. This privacy notice outlines how **The Farnhams & Hedgerley Community Church** (hereafter 'the church') uses and processes your personal information (data) in line with the law, your rights and the options available to us.

What is personal data?

Personal data is any information relating to a living person who can be directly or indirectly identified by that data such as a name, email address, photograph etc. The processing of personal data is governed by the General Data Protection Regulation 2016/679 (the GDPR) and the Data Protection Act 2018 (the DPA) and other legislation relating to personal data and rights such as the Human Rights Act 1998.

What personal data do we process and why?

We process personal data for communication and publicity purposes and in the delivery of all of the services we provide. This includes information such as names, contact details e.g. email addresses, telephone numbers, addresses, and where it is relevant to the services we provide, or where you have provided them to us, demographic information such as gender, date of birth, nationality etc.

Typically, the information we collect, store and otherwise use includes any of the following categories of personal data:

- Your name and contact details, including postal address, telephone number and email address.
- Your financial information, such as bank details, account holder name, sort code and account number (when either you or we make a donation).

Where the situation demands it, we may also collect, store and otherwise use any of the following categories of personal data:

- Your date of birth (when you have supplied this to us, or we need to verify your identity).
- Your nationality (when we are verifying your identity if carrying out a DBS check for example).
- Your National Insurance number (if you take up paid employment with us).
- Links to your social media (if, for example, you contact us through one of our social media channels).
- Information about your computer or mobile device and your visits to and use of our website, including, for example, your IP address and geographical location.
- Your photographs (if you have uploaded them to our My ChurchSuite platform or given us consent to use them for communication and publicity purposes).
- Any other personal information which you choose to share with us or we need in order to meet our legal obligations.

Most of the personal data we process is provided by you for one of the following reasons:

- You are a member of the church.
- You have made an enquiry (including via online forms) about one of our services.
- You have attended one of our events or activities.
- You subscribe to one or more of our regular email communications.
- You have completed a survey, which we use for research and evaluation purposes to improve our services.
- You have made a donation to us as a church or we have made a donation to you.
- You have made a complaint to us.
- You have applied for a job with us or are undertaking a role as a volunteer.
- To enable us to do what we are required to do by law.

Do you process or use special categories of personal data?

The GDPR recognises certain categories of personal data as sensitive, for example, information about health, race, ethnicity, sexual orientation, politics and religion. In certain situations, we may process or use some of these special categories of personal data, e.g. information about a child or young person's health condition, but we will only do this if there is a valid reason for doing so and the GDPR allows us to do so.

On what lawful basis do we process your personal data?

In order to process your personal data, we are required to have a reason (lawful basis) for doing so. This may include:

- **Consent:** where you have agreed for us to use your data in a specific way, for example, to send you one or more of our regular email communications.
- **Contract:** where you have an agreement with us, for example, under a contract of employment.
- **Legal Obligation:** where we are required by law to share or process your data, for example, in relation to carrying out a DBS check.
- **Vital Interests:** where there is an immediate risk to your health or wellbeing, for example, as a result of an accident at one of our events or activities.
- **Public task:** where it is in the public interest to process data, for example, in relation to a safeguarding concern.
- **Legitimate Interest:** where the processing is necessary for your legitimate interests, for example, to inform you of relevant information in connection with an event or activity for which you have signed up or attended or to promote services which we believe you may have an interest in.

The lawful bases upon which we process most of the personal data we collect, store or otherwise use are consent and legitimate interest.

When we process children's personal data, for example, in relation to our children's activities, we will not do so without the consent of a parent/carer or, where required, the consent of the child. We will always have in place appropriate safeguards to ensure that such information is handled with due care.

How do we keep your personal data safe and secure?

We are committed to keeping your personal data safe and secure. We store all data securely, both physically and electronically, in accordance with our Data Protection Policy and comply with our obligations under the GDPR and DPA by minimising personal data, keeping it up to date, storing and destroying it securely and in a timely way, not collecting or retaining excessive amounts of personal data, protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring we have appropriate and proportionate organisational and technical measures in place to enable us to do this.

Your personal data is only accessible by staff and volunteers who have been appropriately vetted and trained and stored on secure servers which have features to prevent unauthorised access.

How long do we store your personal data?

We do not keep personal data any longer than is necessary for the purposes for which it was collected or to provide the services that you have asked for. At all times, you have the right, for example, to unsubscribe from our email communications or to exercise your right of erasure as outlined below. In all cases, personal data is retained subject to our legal and statutory responsibilities.

Further information is available on request using the contact details at the end of this Notice.

Who might we share your personal data with?

We will not share your personal data with any other organisation unless we are legally obliged to do so, or it is necessary in order to carry out the services you have asked us to provide. If, for example, you make a donation to us as a church and give us consent to claim gift aid on this donation, we are obliged to pass on your name and address details to HMRC in order to process such a claim.

Where we use an external service provider to act on our behalf, e.g. ChurchSuite who we use to securely store data, we will disclose only the personal data necessary to deliver the service and will have a contract in place that requires the provider to comply with our data protection and information security requirements.

What are your rights and how can you access the personal data we store and use?

Where we rely on your consent to use your personal data, you have the right to withdraw that consent at any time. This includes the right to ask us to stop using your personal data for communication and publicity purposes, or to unsubscribe from one or more of our regular email communications.

You also have the following rights:

- **Right of Access:** You have the right to ask us for confirmation of the personal data we hold on you and to request a copy of that personal data. Provided we are satisfied that you are entitled to see the personal data requested, we will provide you with this subject to any exemptions that apply.

- **Right of Erasure:** You have the right to ask us to delete your personal data from our records as far as we are required to do so. In certain circumstances, we may suppress your personal data in order to stop regular communications with you, rather than delete all of your personal data.
- **Right of Rectification:** You have the right to ask us to correct any of your personal data that you believe is inaccurate. You can also ask us to check the personal data we hold on you or add to it if you think it is incomplete.
- **Right to Restrict Processing:** You have the right to ask for the processing of your personal data to be restricted if there is disagreement about its accuracy or legitimate use.
- **Right to Object:** You have the right to object to processing where we are processing your personal data on the basis of legitimate interest or because the process forms part of our public task. If you no longer wish to receive email communications from us, you can unsubscribe from these at any time using the link contained in each email we send and you will be removed from the distribution list in question.
- **Right to Data Portability:** You have the right to ask us to transfer the personal data you gave us from one organisation to another or give it to you. (This right only applies to personal data you have given us and if we are processing that data based on your consent or because it is necessary for the performance of a contract to which you are party or to take steps at your request prior to entering into a contract, and in either case the processing is automated.)
- **Right to Complain:** You have the right at any time to make a complaint to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues, if you think that any of your rights have been infringed by us. You can find their contact details on their website – www.ico.org.uk

If you have any concerns or complaints about the way we use your personal data, we would appreciate the opportunity to address these with you and so would ask that you consider contacting us in the first instance. You can do this using the details included at the end of this Notice.

What about when you visit our website and our use of cookies?

Cookies are tiny pieces of data sent by a web server to a web browser and stored by that browser when it visits a website. This data is then sent back to the server each time the browser requests a page from the server. This enables the web server to identify and track the web browser.

There are a number of uses for cookies – some are strictly necessary in order for certain parts of different websites to function. Others, such as performance cookies, aren't necessary but are helpful in letting an organisation know which parts of its website are doing well and which parts aren't! Lastly, because websites also allow you to share articles on social networks such as Facebook and Twitter some websites also have third party social cookies.

We may use cookies on our website. We will use these to keep track of how you use our website. When you visit our website we may, therefore, automatically collect the following types of personal data:

- Technical information, including the internet protocol (IP) address used to connect your device to the internet, browser type and version, time zone setting, browser plug-in types and versions and operating systems and platforms.

- Information about your visit to our website, including the uniform resource locator (URL) clickstream to, through and from the website (including date and time), services you viewed or searched for, page response times, download errors, length of visits to certain pages, referral sources, page interaction information (such as scrolling and clicks) and methods used to browse away from the page.

We may also link our website directly to other sites. This Notice does not cover external websites and we are not responsible for the privacy practices or content of those sites. We encourage you to read the privacy policies of any external websites you visit via links on our website.

Disabling Cookies

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

All modern browsers allow you to change your cookie settings. The following links provide details on how to do this for a range of popular web browsers:

- **Internet Explorer:** <https://support.microsoft.com/en-gb/help/17442/>
- **Firefox:** <http://support.mozilla.org/en-US/kb/Cookies>
- **Chrome:** <http://support.google.com/chrome/bin/answer.py?hl=en&answer=95647>
- **Safari:** <http://support.apple.com/kb/PH5042>

Changes to this Notice

From time to time, we may update this Notice. We will notify you of significant changes by placing an updated copy of this Notice on our website. This Notice was last updated on the 30th July 2020.

Who can I contact about personal data at the church?

If you have any questions about privacy or have a concern or complaint about our handling of your personal data, you can contact our Data Protection trustee, Peter Cardoe, by emailing him at info@fhcc.org.uk